

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: G1/AG	CHAPTER: 1 SECTION: G	DATE OF REVISION: 1 May 03
PROPONENT/PHONE NO: G1/AG 350-6357/7336	PROGRAM/ACTIVITY/TOPIC (PAT) Leaves and Passes	UNIT INSPECTED/DATE:

ITEM	GO	NO-GO
<p>A. Discussion: Inspection of this area is to determine if the unit has an established, up-to-date leave policy. Additionally, S1 section personnel must be familiar with the provisions of pertinent directives, in particular ensuring that soldiers are not charged leave on non-duty days in violation of paragraph 12-1n(2), AR 600-8-10.</p> <p>B. Reference:</p> <p style="padding-left: 40px;">Army Regulation 600-8-10, Leaves and Passes, dtd 1 Jul 94</p> <p>C. Specific questions:</p> <p style="padding-left: 40px;">*1. Has the battalion or separate unit commander established an annual leave program to manage and allow the use of authorized leave to the maximum extent possible? Paragraph 2-2, AR 600-8-10?) Has this policy been disseminated to soldiers?</p> <p style="padding-left: 40px;">*2. Is the use of accrued leave being encouraged and opportunities being provided for the use of leave?</p> <p style="padding-left: 40px;">3. Are soldiers charged leave for non-duty days (i.e., when a soldier returns from leave on a regularly scheduled non-duty day)? Para 12-1n(2)</p> <p style="padding-left: 40px;">*4. Is the DA Form 4179-R (Leave Control Log) completed correctly, using the information annotated on the DA Form 31 (Request and Authority for Leave)? Section XIV, Table 12-14</p> <p style="padding-left: 40px;">5. Do S1 personnel create automated back-up files of the annual leave control logs?</p> <p style="padding-left: 40px;">*6. Do S1 personnel use the leave control number “0001” for the first leave approved in the fiscal year, as required by paragraph 12-27g, AR 600-8-10?</p> <p style="padding-left: 40px;">*7. Are the DJMS leave report and the leave control log reconciled and corrected on a monthly basis? Table 12-14, step 10</p> <p style="padding-left: 40px;">8. Are approved leave dates entered on the DA Form 4179-R (Leave Control Log) when the automated leave log is not available?</p> <p style="padding-left: 40px;">9. Are DA Forms 4179-R closed out at the end of the fiscal year and then retained in the inactive file for 1 year (when the automated leave log is not available)? Table 12-14, step 15</p> <p style="padding-left: 40px;">*10. Are the original copies of the DA Form 31 submitted to finance with a Unit Transmittal Letter (UTL) within 3 working days after leave completion, IAW paragraph 12-7a,</p>		

ITEM	GO	NO GO
<p>11. Following leave completion, do S1 personnel file the organizational copy of the DA Form 31 in the unit functional file for 6 months, IAW paragraph 12-7b, AR 600-8-10?</p> <p>12. Are leave extensions properly annotated on the DA Form 31 and is the DA Form 4179-R or automated leave log also updated? Table 12-18</p> <p>13. Are the first and last UTLs (unit transmittal letters) for each month correctly prepared and compared with UTLs from previous months?</p> <p>*14. Is special leave accrual approval/disapproval authority being processed IAW AR 600-8-10, Chapter 3?</p> <p>*15. Is permissive temporary duty approval/disapproval authority being processed IAW AR 600-8-10, Chapter 5?</p> <p>*16. Is the use of advance leave being limited to emergency situations, leave in conjunction with accession moves, or for pregnant soldiers requiring home leave?</p> <p>*17. Is approval from PERSCOM being obtained for periods of advanced leave in excess of 30 days?</p> <p>*18. Is excess leave being limited to emergency situations or home leave for pregnant soldiers?</p> <p>*19. Do approval authorities understand time limits for special passes and that passes are not authorized in succession?</p> <p>* ASTERISKS INDICATE MANAGEMENT CONTROL PROCESS QUESTIONS.</p>		
<p>Rating standard (PAT: Leaves and Passes)</p> <ul style="list-style-type: none"> • Commendable – 90% of all items receive a “GO” rating. • Satisfactory – 75%-89% of all items receive a “GO” rating. • Needs Improvement – 74% and below of items receive a “GO” rating; program automatically receives a “Needs Improvement” rating if questions 3, 7, 8 or 9 receive a “NO GO” rating <hr/> <p>Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)</p>		

NOTES:

VERIFICATION

X _____
Unit POC's Signature, Name Rank, Date

X _____
Inspector's Signature, Name Rank, Date